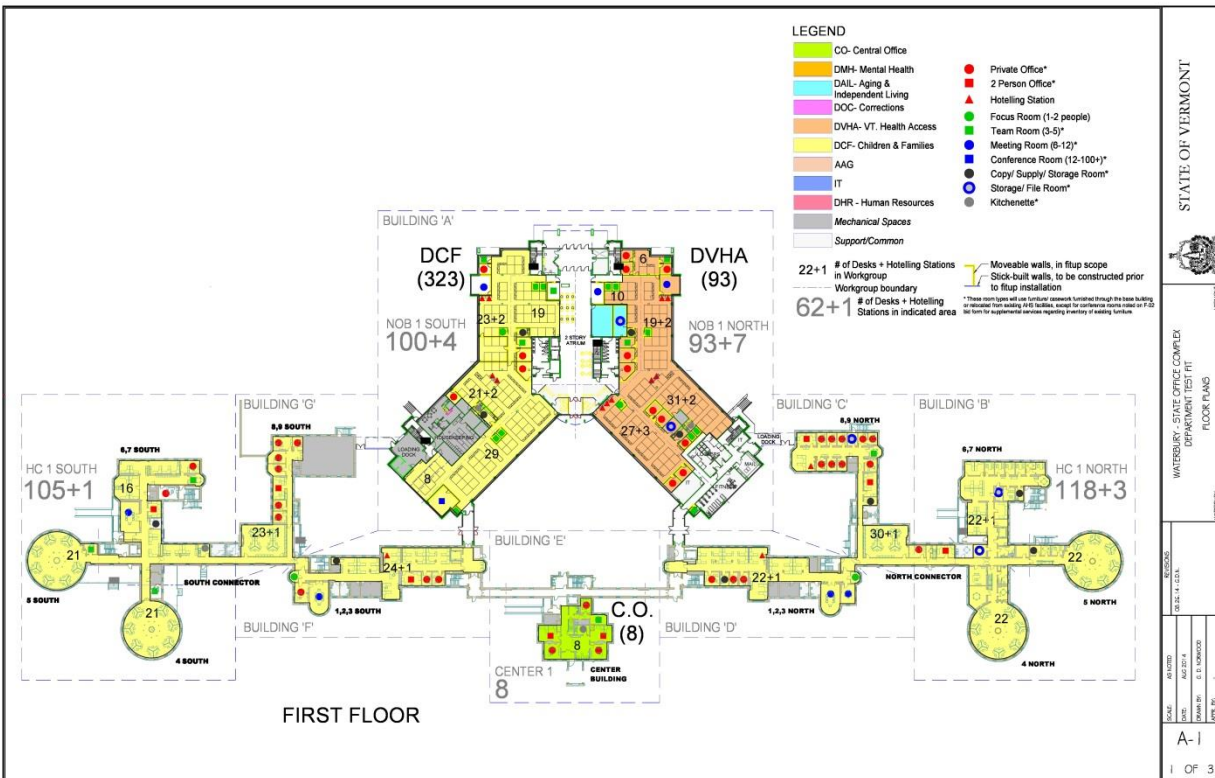


DEPARTMENT AND WORKGROUP PLACEMENT AT THE WSOC

The reconstruction of the Waterbury State Office Complex (WSOC) is moving forward on schedule. Part of the design process has been allocating office space to the Agency departments and divisions that will be moving to the facility. The first phase of this process was to assign office space on a department level based upon their requirements and the most appropriate use of available space. We have accomplished this with the input of all the departments returning to Waterbury. The floor plans below show where all of the departments are currently assigned office space on each floor. There may be a few minor modifications to this layout as we get closer to the move-in date, but the high-level space allocation needed to be finalized prior to moving on to the next phase – the detailed design process.



The second phase of the space planning process will be for your department to determine how the assigned spaces shown in the above floor plans will be assigned to workgroups and individuals. This will be done by establishing workgroups of approximately 75 people each. Each workgroup will have a five-person planning team that will create a detailed design with assistance from the architect (Freeman French Freeman – FFF) and office equipment vendor (Office Environments, Inc. – OEI). The planning team will consist of:

- A workstation selection coordinator
- A technology needs coordinator
- A storage and filing transition coordinator
- A move day coordinator
- A communications coordinator

The planning team will be the liaison between you and the design team. Your planning team will be meeting regularly with FFF and OEI to create the detailed designs. It is important that you participate in this design process, work with your planning team and provide them with your feedback, ideas and questions. In return, you should expect regular updates from your planning team members.

Although some details will change between now and the December 2015 move-in date, it is important to get started on the design process now. Our goal is to establish all of the department workgroups by the end of September so we can begin the detailed design process soon thereafter. We understand that some departments are more stable than others in terms of staffing levels, so we are planning to work with those departments first, then move to departments who are more in flux as we get closer to the move-in date.

We greatly appreciate your patience and understanding while the Agency worked on this critical planning process. While we have the high-level space allocations, it will be up to your department to allocate their assigned space to divisions, workgroups and individuals. This will be the focus of the detailed design phase of the project.

The Agency understands that you may have questions regarding the move to Waterbury and how office space will be allocated. If you have any thoughts, ideas or questions regarding the space allocation, please submit them to the Waterbury **Idea Box** at AHS.WaterburyQuestions@state.vt.us . We encourage your participation in this process and welcome your thoughts, ideas and suggestions.

Thank you for your patience and understanding!